

## 1500 - TRAVEL POLICIES AND PROCEDURES

Issuing Office: OFM 435-2927

Release Date: 01/23/03

### Appendix 10 - ACCEPTANCE LETTER (Sponsored Travel of Non-FTE Persons)

The NIH is pleased to provide our non-FTE persons with an opportunity to speak on NIH programs and policies and to participate in conferences, symposia, and similar gatherings related to their research and science activities. Once the individual receives the invitation from the sponsoring organization, the **Acceptance Letter Process** will take effect. This letter must be properly completed and signed before the travel can take place. **The HHS-348 mechanism is not to be used for non-FTE persons.** Non-FTE persons may accept travel and related expenses from a sponsoring organization but it is NIH policy that these services are provided in compliance with the regulations to which our employees must adhere. Under this new process, all travel and related services that the sponsor agrees to cover must be paid "In kind". Neither the NIH nor the individual is to accept any form of reimbursement from the sponsor for any travel and related expenses after the travel is completed. Any uncovered services must be paid for from the IC's appropriated funds. Thus, we request that you review and complete the information below (by checking the box) inclusive of all appropriate signatures.

1) Airfare (coach class) ☐

(If the sponsor provides other than coach class tickets (this box must be checked). ☐

2) Lodging - (All lodging should be secured at the government per diem rate. Please confirm with the sponsor. ☐

3) Meals (All meals should be offered at the government rate. Please confirm with the sponsor. ☐

4) Registration fee for conference or training ☐

5) Other (This includes rental cars, taxis, etc.) ☐

Name of Non-FTE Person \_\_\_\_\_

IC Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

IC Recommending Official (Signature): \_\_\_\_\_ Date: \_\_\_\_\_  
(Supervisor)

IC Authorizing Official (Signature): \_\_\_\_\_ Date: \_\_\_\_\_  
(NIH MC 1130, Travel No.7A)

